

# **PARKING IN PUBLIC SPACE**

***I want to:*** Create or extend a parking area next to my private property.

***Do I need a permit?*** Yes, any use of the public right-of-way, which is defined as the space outside the private property line, requires permission from the District Department of Transportation and requires a rental payment for use of the space. These types of parking permits are generally for use in commercial areas or, in special circumstances, in residential areas. Parking on public space on gateway streets or parking in front of a dwelling is generally not permitted.

***Where do I go to get this permit?*** 941 North Capitol Street, Suite 2300.

***What do I need to bring with me to apply for this permit?***

***Checklist***

1. A completed [Public Space Application](#). \_\_\_\_\_
2. A notarized copy of the rental (lease) agreement if someone other than the owner of the property is the permittee. \_\_\_\_\_
3. A notarized copy of the Notice posted on building. \_\_\_\_\_
4. A copy of a valid occupancy permit for the establishment. \_\_\_\_\_
5. A public liability [insurance policy](#) covering all use of public space by the permittee \_\_\_\_\_
6. Fifteen (15) copies of the site plan, drawn to scale, indicating: \_\_\_\_\_
  - a. Dimension from curb to property line. \_\_\_\_\_
  - b. Dimension from curb to edge of proposed parking area. \_\_\_\_\_
  - c. Dimension from property line to edge of proposed parking area. \_\_\_\_\_
7. Three (3) 8 x 10 photographs showing front, right and left views of the space proposed for parking in public space. \_\_\_\_\_
8. If applicable, Fine Arts Commission and/or Historic Preservation approval must be obtained before the permit application is submitted. \_\_\_\_\_
9. Please present one (1) copy of the site plan and completed application to a Public Space Technician in Suite 2300 for review before submitting full package of fifteen (15) site plans. \_\_\_\_\_

***How much will this permit cost?*** The permit will cost \$36 when you pick it up and the space rented for parking will be taxed yearly through a calculation of square footage and assessed land valuation by the Office of Tax and Revenue. Please call (202) 727-4TAX for more tax information. Checks or money orders should be made payable to “**DC Treasurer.**” Discover, MasterCard and Visa accepted.

***How long will the application take to process?*** All permit applications for parking in public space must be brought before the Public Space Committee. The average timeframe is 45 to 90 days.

***What if I need more information?*** Call the Public Space Permit office, 202-442-4670, for more information.